

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NEW YORK
QUALITY CONTROL CHECK
ATTORNEY CASE OPENINGS (ACO)

Were corrections made to this ACO case?

☐

Yes

(see below)

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No

| Case Initiating Documents | | |
|----------------------------------|---|--------------------------|
| 1. | Attorney did not complete the case initiating documents. Contacted the attorney to advise to file the missing documents. | <input type="checkbox"/> |
| | Complaint | <input type="checkbox"/> |
| | Civil Cover Sheet | <input type="checkbox"/> |
| | Summons(es) | <input type="checkbox"/> |
| 2. | Attorney did not separate the case initiating documents. Separated the document into individual attachments. Replaced main document and attachments | <input type="checkbox"/> |
| Summons Errors | | |
| 3. | Incorrect form | <input type="checkbox"/> |
| 4. | Defendant's name and address not completed | <input type="checkbox"/> |
| 5. | Plaintiff's attorney name and address not completed | <input type="checkbox"/> |
| 6. | Caption on the Summons does not match the caption on the Complaint | <input type="checkbox"/> |
| 7. | Incorrect Date | <input type="checkbox"/> |
| 8. | Incorrect Case Number | <input type="checkbox"/> |
| 9. | Contacted attorney and requested corrected summons | <input type="checkbox"/> |
| Civil Cover Sheet Errors | | |
| 10. | Plaintiff's county of residence not indicated | <input type="checkbox"/> |
| 11. | Certification of Arbitration Eligibility not completed | <input type="checkbox"/> |
| 12. | Disclosure Statement Fed. R. Civ. P. 7.1 not completed | <input type="checkbox"/> |
| | Added/corrected Disclosure Statement in docket entry | <input type="checkbox"/> |
| 13. | Omitted Related Case Statement | <input type="checkbox"/> |
| | Added related cases in docket entry | <input type="checkbox"/> |
| 14. | Incomplete or inconsistent responses to Div. Bus. R. 1(d)(3) questions | <input type="checkbox"/> |
| 15. | Incomplete Bar Admission responses | <input type="checkbox"/> |

| | | |
|----------------------------------|--|--------------------------|
| CM/ECF Errors/Corrections | | |
| Div. Bus. R. 1(d)(3) | | |
| 16. | Attorney used incorrect courthouse designation, pursuant to Div. Bus. R. 1(d)(3). Copied case, changed Court Designation, and informed other courthouse staff. | <input type="checkbox"/> |
| CM/ECF Events | | |
| 17. | Attorney used incorrect event when docketing the case initiating document. Deleted document and re-docketed using the correct event. | <input type="checkbox"/> |
| Parties | | |
| 18. | Corrected short title | <input type="checkbox"/> |
| 19. | Corrected party role | <input type="checkbox"/> |
| 20. | Corrected party spelling | <input type="checkbox"/> |
| 21. | Added missing party | <input type="checkbox"/> |
| 22. | Converted from All Caps to Initial Caps | <input type="checkbox"/> |
| 23. | Added party text | <input type="checkbox"/> |
| 24. | Removed party text | <input type="checkbox"/> |
| 25. | Added alias | <input type="checkbox"/> |
| Citizenship | | |
| 26. | Corrected citizenship of principal parties | <input type="checkbox"/> |
| Jurisdiction | | |
| 27. | Corrected basis of jurisdiction | <input type="checkbox"/> |
| 28. | Corrected nature of suit | <input type="checkbox"/> |
| 29. | Corrected cause of action | <input type="checkbox"/> |
| 30. | Corrected county code | <input type="checkbox"/> |
| 31. | Corrected origin | <input type="checkbox"/> |
| Demands | | |
| 32. | Corrected dollar demand | <input type="checkbox"/> |
| 33. | Corrected jury demand | <input type="checkbox"/> |
| 34. | Corrected class action | <input type="checkbox"/> |
| Fee | | |
| 35. | Corrected fee status | <input type="checkbox"/> |
| Other | | |
| | | <input type="checkbox"/> |